



GOVERNOR'S OFFICE OF EMERGENCY SERVICES
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION

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MATHER, CALIFORNIA 95655
(916) 327-3672
FAX: (916) 327-5674



April 11, 2007

TO: DOMESTIC VIOLENCE ASSISTANCE PROGRAM
PROJECT EXECUTIVE DIRECTORS
FISCAL OFFICERS
PROGRAM MANAGERS

RE: FISCAL YEAR (FY) 2007/08 REQUEST FOR APPLICATION

The Governor's Office of Emergency Services (OES), Law Enforcement and Victim Services (LEVS) Division is pleased to announce the release of the Domestic Violence Assistance Program (DVAP), Request for Application (RFA) for FY 07/08. It is anticipated that approximately \$15.8 million dollars of federal and state funding will be made available for the period beginning July 1, 2007 and ending June 30, 2008. Each project's budget must cover this 12-month grant period.

Enclosed in this package, please find the instructions for submitting your agency's application and forms, and the projected budget allocation amounts for FY 07/08. Please note that these are provisional monetary amounts, which are contingent upon approval and authorization by the federal funding sources and the FY 07/08 State Budget Act. If the projected funding level changes, you will be notified and asked to revise and submit a new budget indicative of the changed amounts.

Please note that the accurate, timely, and complete submission of the information requested in this RFA will expedite the timely processing of your application. Below are some of the more common error areas that have the tendency to delay or prevent expeditious processing of grant applications.

- Original signatures by designated individuals in the correct section of the form:
- Line-item detail is required for each budget item, along with the justification for how the item ties to the objectives and activities of the Domestic Violence Assistance Program grant;
- Mathematical calculations/formula's should accurately reflect the line-item expenses; and

Changes in the DVAP RFA:

- **New interactive hyperlink access:** This document is designed to be interactive electronically with fill able forms. However, users will need to use Adobe Acrobat 7.0 in order to save the text of their applications. Users will be able to complete and print forms using Adobe Reader 7.0, but will be unable to save their completed forms without Adobe Acrobat 7.0.

- **Online Fill able Forms:** The forms are now available online, however they are not included in the RFA package. To access the forms, please see the instructions at the top of RFA, PART V - Checklist and Required Sequence form. You may click on [\(FORMS\)](#) to get the link to the list of forms or go to www.oes.ca.gov and select Forms.
- **Attachment D** has been revised. In the Attachments section, you will find a Part I (Instructions) and a Part II (Goals and Objectives - Attachment D) that is to be completed and returned with your application. Our hope is that by changing the language to mirror the language in your progress reports, it will clarify the data elements that are being requested.
- **2008 Conference Reserve Funds:** The Victim Services Branch (VSB), DV Section is planning a conference for Spring 2008. All projects must include sufficient per diem and travel funds for persons to attend the 2008 OES sponsored DV conference. Please budget a minimum of \$1000 (one-thousand dollars) for registration and travel fees for each attendee. If several staff will be attending the conference, please budget for the total number of persons. Information regarding the conference will be released under separate cover.
- **Mileage Rate:** As previously noticed the state's allowable charge for mileage has been increased to a maximum of 48.5 cents per mile. Up to this amount (.48.5) is an acceptable rate for a privately owned vehicle that is utilized for project-related business.

For continued DVAP project funding, please complete and return your agency's application to OES by close of business on **May 14, 2007**. Upon request, extensions may be granted but please know that this will delay the process of placing your grant in award. If you have questions or problems, please contact your DV Program Specialist or call the DV Section general number at (916) 327-3672.

Sincerely,

ORIGINAL SIGNATURE ON FILE AT OES

Lisa Lacy, MSW, Chief
Domestic Violence Section

**GOVERNOR'S OFFICE OF EMERGENCY SERVICES
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION**

**DOMESTIC VIOLENCE ASSISTANCE PROGRAM
REQUEST FOR APPLICATION**

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[Printable Version](#)

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- D. GOALS AND OBJECTIVES INSTRUCTIONS PART I
- D. GOALS AND OBJECTIVES PART II
- E. TRAINING SUMMARY & TRAINING SYLLABUS

- V. **FORMS** - Click (FORMS) to get the required forms listed below, **or** go to www.oes.ca.gov and select, Forms, **or** paste the following link into your browser:
www.oes.ca.gov/Operational/OESHome.nsf/CJPDHome?OpenForm

APPLICATION CHECKLIST AND REQUIRED SEQUENCE

APPLICATION COVER SHEET

GRANT AWARD FACE SHEET AND INSTRUCTIONS

PROJECT CONTACT INSTRUCTIONS AND INFORMATION

SIGNATURE AUTHORIZATION AND INSTRUCTIONS

CERTIFICATION OF ASSURANCE OF COMPLIANCE

PROJECT NARRATIVE

APPLICATION BUDGET – BUDGET NARRATIVE

DVAP BUDGET PAGES (Attached Excel spreadsheet format) – With Match

Personal Services – Salaries/Employee Benefits

Operating Expenses

Equipment

PROJECT SUMMARY

SAMPLE OPERATIONAL AGREEMENT

NON-COMPETITIVE BID JUSTIFICATION

NONCOMPETITIVE BID REQUEST

OUT OF STATE TRAVEL REQUEST

EMERGENCY FUND PROCEDURES

PROJECT SERVICE AREA INFORMATION

COMPUTER AND AUTOMATED SYSTEMS PURCHASE JUSTIFICATION GUIDELINES

OPERATIONAL AGREEMENT SUMMARY

- V. **FORMS** - Click (FORMS) to get the required forms listed below, **or** go to www.oes.ca.gov and select, Forms, **or** paste the following link into your browser:
www.oes.ca.gov/Operational/OESHome.nsf/CJPDHome?OpenForm

APPLICATION CHECKLIST AND REQUIRED SEQUENCE

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**GOVERNOR'S OFFICE OF EMERGENCY SERVICES
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION**

**DOMESTIC VIOLENCE ASSISTANCE PROGRAM (DVAP)
REQUEST FOR APPLICATION**

PART I – INFORMATION

A. INTRODUCTION

This Request for Application (RFA) provides the information and forms necessary to prepare an application for the Governor's Office of Emergency Services (OES) grant funds. The terms and conditions described in this RFA supersede previous RFAs and conflicting provisions stated in the *Recipient Handbook*. The *Recipient Handbook* provides helpful information for developing the application and can be accessed at the website www.oes.ca.gov by selecting "Recipient Handbook."

B. CONTACT INFORMATION

Questions concerning this RFA, the application process, or programmatic issues should be submitted to the contact person, below by telephone, fax, or e-mail.

Sandy Rumrill
Criminal Justice Specialist
(916) 324-9104 (office)
(916) 324-8554 (fax)
Sandy.Rumrill@oes.ca.gov

C. APPLICATION DUE DATE AND SUBMISSION OPTIONS

One original and one copy of the application must be delivered to OES' Law Enforcement and Victim Services Division by the date and time indicated below. Submission options are:

1. Regular and Overnight mail, **postmarked by May 14, 2007** to:

Governor's Office of Emergency Services
Law Enforcement and Victim Services Division
3650 Schriever Avenue
Mather, CA 95655
Attn: DVAP RFA – Domestic Violence Section

2. Hand delivered by **5:00 p.m. on May 14, 2007** to:

Governor's Office of Emergency Services
Law Enforcement and Victim Services Division
3650 Schriever Avenue
Mather, CA 95655
Attn: DVAP RFA – Domestic Violence Section

D. ELIGIBILITY

The projects identified in Attachment A of this RFA are eligible to apply for this continuation funding. Continuation funding is contingent upon the availability of funds and satisfactory performance.

E. FUNDS

Projects must budget funds for a 12-month period. The grant period will begin on July 1, 2007 and end on June 30, 2008. The amount of funding for which applicants may apply is listed on the FY 2007/08 Funding Chart (Attachment A), which shows the type of funds assigned to each project.

Source of Funds

Grant funds available through this RFA emanate from the Statewide Domestic Violence Assistance Program (SDVAP); the federal Victims of Crime Act (VOCA); the federal Health and Human Services Family Violence Prevention and Services Act (FVPSA), and the Violence Against Women Act (VAWA).

a. State General Funds – SDVAP

A cash and/or in-kind match are required to equal ten (10) percent of the funds requested. Reimbursement is allowed for direct service and administrative costs.

b. Federal Funds – VOCA

The VOCA grant program is authorized by the Victims of Crime Act of 1984, as amended, 42 U.S.C. 10601, et seq. VOCA authorizes federal financial assistance to states for the purpose of compensating and assisting victims of crime, providing funds for training and technical assistance, and assisting victims of federal crimes. VOCA funds are restricted to the provision of direct services for crime victims.

- **A cash and/or in-kind match are required to equal twenty (20) percent of the total project cost.** Projects receiving VOCA funds must maintain records that clearly show the source, the amount, and period during which the match was expended.
- VOCA regulations prohibit the use of these funds for indirect costs. When a project is funded with a combination of VOCA, SDVAP and/or FVPSA funds, indirect costs must be computed using the rate specified in the General Instructions, but must be paid with the other fund source(s).
- Reimbursement is allowed only for direct service.
- VOCA guidelines allow these funds to be used for community and school presentations when a primary purpose of the presentation is to identify crime victims and provide, or refer the victims to, needed services. Costs related to conducting the presentations (e.g., materials, brochures and newspaper notices) can be supported with VOCA funds.
- Volunteers must be used unless there is a compelling reason to waive this requirement.

c. Health and Human Services (HHS) Family Violence Prevention and Services Act (FVPSA)

Legislative Authority:

Title III of the Child Abuse Amendments of 1984 (Public Law (Pub. L.) 98-457, 42 U.S.C. 10401 et seq.) is entitled the "Family Violence Prevention and Services Act" (FVPSA). FVPSA was first implemented in FY 1986. The statute was subsequently amended by Public Law 100-294, the "Child Abuse Prevention, Adoptions, and Family Services Act of 1988;" further amended in 1992 by Public Law 102-295; and then amended in 1994 by Public Law 103-322, the "Violent Crime Control and Law Enforcement Act." FVPSA was amended again in 1996 by Public Law 104-235, the "Child Abuse Prevention and Treatment Act (CAPTA) of 1996"; in 2000 by Public Law 106-386, the "Victims of Trafficking and Violence Protection Act," and amended further by Public Law 108-36, the "Keeping Children and Families Safe Act of 2003." FVPSA was most recently amended by Public Law 109-162, the "Violence Against Women and Department of Justice Reauthorization Act of 2005." FVPSA may be found at 42 U.S.C. 10401 et seq.

The purpose of this legislation is to assist states, American Indian Tribes, and tribal organizations in establishing, maintaining, and expanding programs and projects to prevent incidents of family violence, and to provide immediate shelter and related assistance to victims of family violence and their dependants.

There is a twenty percent (20%) cash or in-kind match required of FVPSA funds using the total project cost calculation.

d. Violence Against Women Act (VAWA)

Legislative Authority:

Violence Against Women Act (VAWA) of 1994 is included in Title IV of the Violent Crime Control and Law Enforcement Act of 1994. In 2000, VAWA was reauthorized for an additional five years through Public Law 106-386. In 2005, VAWA was authorized by the Violence Against Women Reauthorization Act for fiscal years 2007-2011.

The VAWA Services*Training*Officers*Prosecutors (STOP) program assists States, Indian Tribal Governments and units of Local Government to develop and strengthen effective criminal justice strategies to combat violence against women and to develop and strengthen victims services in cases involving violent crimes against women such as sexual assault, stalking, domestic violence, and dating violence. This grant program is to assist state and local governments in developing and strengthening effective law enforcement strategies to combat violent crimes against women.

Original publications (written, visual, or sound) produced in whole or in part with S*T*O*P funds must contain the following statement:

This project was supported by Grant No. _____ awarded by the Office on Violence Against Women, U.S. Department of Justice, and through Grant Award Number _____ from the California Governor's Office of Emergency Services (OES). Points of view, opinions, findings, and conclusions in this publication are those of the author and do not necessarily represent the official position or policies of the U.S. Department of Justice or of OES. OES reserves a royalty-free non-exclusive, and irrevocable license to reproduce, publish, and use these materials and to authorize others to do so.

The **2006 Recipient Handbook, Section 5120**, advises projects to notify OES 60-calendar days in advance of intended publication. For this particular grant program, all

such original publications must be submitted to OES for review and approval. OES is required to submit one copy of all reports and proposed publications resulting from this grant award to the Offices of Violence Against Women twenty (20) days prior to public release.

In 2003, the Office on Violence Against Women announced a new interpretation of the VAWA STOP match requirements. In the past, non-profit, victim services organizations were exempt from the 25% match requirement. Under the new interpretation, these organizations are no longer exempt from the match requirement. **There is a twenty-five percent (25%) match requirement of the total project cost associated with the allocation of VAWA funds.** As the state recipient and administrator of VAWA STOP funds, the Office of Emergency Services (OES) has been meeting the match requirement on behalf of the victim services organizations. OES intends to continue meeting the match requirement for victim services organizations to the extent possible. Should this no longer be possible, applicable victim services projects will be notified and budgets will need to be modified to incorporate the 25% cash or in-kind match requirement.

F. PROGRAM INFORMATION

The Statewide Domestic Violence Assistance Program is designed to:

- Provide local assistance to existing service providers to maintain and/or expand services for victims of DV and their children, based on need as demonstrated by prior service statistics, local crime statistics, current population and population projections, economic factors, geographic and cultural factors; and
- Provide local assistance for the development and establishment of DV services to currently un-served and underserved populations, including, but not limited to, rural areas, non-English speaking groups, minorities, or geographical areas without services.

Program objectives are delineated in Attachment D.

All recipients are advised that written policies pertaining to the provision of all DVAP services, e.g., shelter intake, be **inclusive of all victims and their dependents**. In other words, a policy statement should not read “no acceptance” of male dependent children. Such policies are in direct conflict with federal and state regulations prohibiting discrimination based on age, gender, ethnicity, religion, sexual orientation, etc.

All recipients are required to provide shelter services on site as well as provide **alternative** shelter and other services through motel vouchers; **referrals**; etc., to the best of their abilities, to all victims of domestic violence, served under the DVAP.

G. PREPARING AN APPLICATION

The forms in Part III include an Application Cover Sheet. Please complete the Application Cover Sheet and attach it to the front of the application.

Please provide the nine required application components in the order listed below:

- Application Cover Sheet;
- Grant Award Face Sheet (OES A301);
- Project Contact Information;
- Certification of Assurance of Compliance;
- Signature Authorization and Instructions;
- Project Narrative;
- Budget Narrative and the Project Budget (OES A303a-c);
- Project Service Information; and
- Application Appendix (refer to Part II, C.).

**GOVERNOR'S OFFICE OF EMERGENCY SERVICES
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION**

**DOMESTIC VIOLENCE ASSISTANCE PROGRAM
REQUEST FOR APPLICATION**

PART II – INSTRUCTIONS

The instructions in this section correspond to each of the application components and to the forms required to complete the application.

The applicant must use the forms provided in *Forms* ([FORMS](#)) and plain 8½" x 11" white paper for the application. The blank Project and Budget Narrative pages on the website have been pre-formatted to OES standards. If you create your own computer-generated Project and Budget pages, the format must duplicate the OES pre-formatted pages.

Copies of the application must be assembled separately and individually fastened in the upper left corner. ***Do not bind application.***

A. PROJECT NARRATIVE

The project narrative is the main body of information describing the problem to be addressed, the plan to address the problem through appropriate and achievable objectives and activities, and the ability of the applicant to implement the plan.

1. Problem Statement

A problem statement is not required for this application.

2. a) Plan:

At the discretion of the applicant you may describe in more detail your overall plan for service delivery.

b) Implementation:

i. Organization Chart

The Application Appendix must contain a **current** organizational chart. It must show the relationships between the governing body, the organization, the project, the project staff and the project volunteers. Position titles listed on the organizational chart must match with those listed on the actual budget pages of this RFA.

ii. Operational Agreements

Submit the Operational Agreement Summary Form (Part III - Application Forms) and include it in the Application Appendix. List those agencies, organizations and individuals in the applicant's service area with whom the project has Operational Agreements for FY 2007/08 and the length of those agreements. **Original** Operational Agreements with agencies in the following disciplines must be on file at the project by July 1, 2007 and be available for review upon a Site or Monitoring visit.

- Local law enforcement agencies
- Prosecutor's Offices
- Victim/Witness Assistance Programs

- Other DV Centers in any overlapping service areas
- Children's Protective Services
- Hospital(s)/medical treatment facilities

Operational Agreements demonstrate a formal system of networking and coordination between other agencies and the project. Operational Agreements must: (1) describe plans for coordination of services; (2) identify who provides which services; (3) specify what those services are; (4) describe the methods to assure quality of services; (5) describe the plan for cross training and cross referring; (6) be effective for a minimum of one year (i.e., the current grant period July 1, 2007 - June 30, 2008); and (7) be signed and dated by both parties.

If the applicant is dependent on other community resources in order to meet mandated objectives #2 (Counseling), #5 (Food and Clothing), #9 (Children's Counseling), and/or #11 (Legal Assistance w/TROs, etc.), then Operational Agreements are needed to document the working relationship between agencies. A Sample Operational Agreement is included in Part III - Application Forms.

iii. Legislatively Mandated Domestic Violence Staff/Volunteer Training
Applicants must include a copy of the 40 Hour Training Summary and Trainer Syllabus (Attachment E) in the Application Appendix. In addition, the applicant must include a copy of their most recent 40-hour domestic violence training agenda.

The 40-hour trainer syllabus must indicate the topics to be covered, the number of hours devoted to each topic, the identification of the staff person who is responsible for the coordination of the training, and the background and experience of the trainers. Applicants should review the copy of the Evidence Code provisions (Attachment B) for the requirements of the 40-hour training for DV counselors, as well as the Domestic Violence Training Outline and Domestic Violence Curriculum and Resource Guide (Attachment C).

- Effective July 1, 2006, projects are required to incorporate the required areas and topics contained in the Training Outline (Attachment C) into their 40-Hour DV training plans.

The California Partnership to End Domestic Violence, along with your OES Program Specialists are resources on which you can rely for assistance in implementing the required training areas and training topics.

iv. Written protocol for response to law enforcement and emergency medical personnel.

Objectives 6 and 7 require agencies to provide 24 hour emergency response to law enforcement and medical personnel. The written protocol for how this will be accomplished must be on file and available for review upon request.

c) Objectives and Activities

As previously stated above, each applicant is required to complete the Service Goal information for each objective in the right column of Attachment D.

B. PROJECT BUDGET

The purpose of the project budget is to demonstrate how the applicant will implement the proposed plan with the funds available through this program. Project costs must be directly related to the objectives and activities of the project. The budget must cover the entire grant period. **The budget must reflect your proposed expenditures and the exact formulas used to arrive at those numbers.** In the budget, include **only** those items covered by grant funds, including match funds when applicable. The applicant may supplement grant funds with funds from other sources. However, since approved line items are subject to audit, the applicant should not include in the project budget matching funds (if applicable) in excess of the required match. Budgets are subject to OES modifications and approval.

OES requires the applicant to develop a **line item** budget which will enable the project to meet the intent and requirements of the program, ensure the successful and cost effective implementation of the project. Failure of the applicant to include required items in the budget does not eliminate responsibility to comply with those requirements during the implementation of the project. The applicant should refer to the *Recipient Handbook* at www.oes.ca.gov. Select "*Recipient Handbook, Appendices, and Forms*" for additional information concerning OES budget policy or to determine if specific proposed expenses are allowable. Contact the person listed on page 1-subsection B of this RFA should you have additional budget questions.

1. Budget Narrative

The applicant is required to submit a narrative with the project budget. The narrative must be typed and placed in the application in front of the budget pages. In the narrative describe:

- How the applicant's proposed budget supports the objectives and activities.
- How funds are allocated to minimize administrative costs and support direct services.
- The duties of project-funded staff, including qualifications or education level necessary for the job assignment. This does not take the place of the brief justification required in the line item budget.
- How project-funded staff duties and time commitments support the proposed objectives and activities.
- Proposed staff commitment/percentage of time to other efforts, in addition to this project.
- The necessity for subcontracts and unusual expenditures.
- Mid-year salary range adjustments.

2. Specific Budget Categories

There is an attached Excel Workbook with spreadsheets for each of the following three budget categories:

- Personal Services – Employee Salaries/Benefits;
- Operating Expenses; and
- Equipment.

The left column of each budget category on the Spreadsheet requires the **exact** line item detail including the **exact calculation/formula used and justification for the expense**. Enter the amount of each line item and match in the correct column of the Budget Category form. The spreadsheet will add each addition and round off the nearest whole dollar. You may add extra rows if necessary, the spreadsheets total at the end of each budget category and total the three spreadsheets at the bottom of the last page (Equipment). The total of the budget including each funding source and/or match amount must correspond to the amount of the Total Project Cost (Block 10G) on the Grant Award Face Sheet.

a. Personal Services – Salaries/Employee Benefits (OES A303a):

1) Salaries

Personal services include services performed by project staff directly employed by the applicant and must be identified by position and percentage of salaries. These may be salaried or hourly, full-time or part-time positions. Sick leave, vacation, holidays, overtime, and shift differentials must be budgeted as salaries. If the applicant's personnel have accrued sick leave or vacation time prior to the approval of grant funding, they may not take time off using project funds. Salaries for staff not directly employed by the applicant must be shown as participating staff (see *Recipient Handbook*, Section 4500) the Operational Expenses Category. Consultant services remain under Operating Expenses (refer to Part II, B.2.b. - Operating Expenses - paragraph two.)

2) Benefits

Employee benefits must be identified by type and percentage of salaries. The applicant may use fixed percentages of salaries to calculate benefits. Budgeted benefits cannot exceed those already established by the applicant.

Employer contributions or expenses for social security, employee life and health insurance plans, unemployment insurance, and/or pension plans are allowable budget items. Benefits, such as uniforms or California Bar Association dues, are allowable budget items if negotiated as a part of an employee benefit package.

A line item is required for each different position/classification, but not for each individual employee. If several people will be employed full-time or part-time in the same position/classification, provide the number of full-time equivalents (e.g., three half-time clerical personnel should be itemized as 1.5 clerical positions).

b. Operating Expenses (OES A303b):

Operating expenses are defined as necessary expenditures other than personal salaries, benefits, and equipment. Such expenses may include specific items directly charged to the project, and in some cases, when permitted by the funding source, an indirect cost allowance. The expenses must be grant-related (e.g., to further the program objectives as defined in the grant award), and be encumbered during the grant period.

The following items fall within this category: consultant services such as subcontractors, participating staff who are not employed by the applicant, travel, office supplies, training materials, research forms, equipment maintenance, software equipment rental/lease, telephone, postage, printing, facility rental, vehicle maintenance, answering service fees,

and other consumable items. Furniture and office equipment with an acquisition cost of less than \$5,000 per unit (including tax, installation, and freight) and/or with a useful life of less than one year fall within this category. Otherwise these call under equipment expenses.

Salaries for staff not directly employed by the applicant must be shown as consultant and/or participating staff costs (whichever is applicable per *Recipient Handbook* Sections 3710 and 4500) under the Operating Expenses category. These costs must be supported by an Operational Agreement (OA), which must be kept on file by the recipient and made available for review during an OES site visit, monitoring visit, or audit. In the case of grants being passed through a recipient to be operated by another agency, the staff from the second agency will be shown in the Operating Expenses category.

Spring, 2008, the OES Domestic Violence Section is planning a conference, entitled "Partnering to End Domestic Violence." This conference will be held in place of the normal DV regional training and/or Project Directors meeting. All projects must include sufficient per diem and travel funds for persons to attend the 2008 OES sponsored DV conference. Please budget a minimum of \$400.00 (four-hundred dollars) for registration fees for each attendee. Although the fees may result in a lesser amount, we would like to ensure that there is reserve funding to attend the conference. If several staff will be attending the conference, please budget for the total number of persons. Information regarding the conference will be released at a later date.

c. Equipment (OES A303c):

Equipment is defined as nonexpendable tangible personal property having ***a useful life of more than one year*** and an acquisition cost of \$5,000 or more per unit (including tax, installation, and freight).

A line item is required for different types of equipment, but not for each specific piece of equipment (e.g., three laser jet printers must be one line item, not three).

C. APPLICATION APPENDIX

The Application Appendix provides OES with additional information from the applicant to support components of the application. The following must be included:

- Operational Agreements: *OAs must contain original signatures, titles, and agency names for both parties and include dates effective for the proposed grant period.* This document must demonstrate a formal system of networking and coordination with other agencies and the applicant. A sample OA is provided in *Forms* ([FORMS](#)).
- Project Summary
- Noncompetitive Bid Request
- Out of State Travel Request, OES 700
- Emergency Fund Procedures
- Other Funding Sources
- Prior, Current, and Proposed OES Funding
- Project Service Area Information
- Computer and Automated Systems Purchase Justification Guidelines

**GOVERNOR'S OFFICE OF EMERGENCY SERVICES
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION**

**DOMESTIC VIOLENCE ASSISTANCE PROGRAM
REQUEST FOR APPLICATION**

PART III – ADDITIONAL INFORMATION

The applicant is strongly encouraged to review the following sections in preparing the application.

- A. Finalizing the Grant Award Agreement
- B. Administrative Requirements
- C. Budget Policy
- D. Glossary of Terms

A. FINALIZING THE GRANT AWARD AGREEMENT

1. Standard Project Funding Authority

Allocation of funds is contingent on the enactment of the State Budget. OES does not have the authority to disburse funds until the budget is passed and the Grant Award Agreement is fully executed. Expenditures incurred prior to authorization are made at the project's own risk and may be disallowed. When the executed grant is received, and the State Budget is finalized, authorized expenditure reports may be submitted for reimbursement of expenditures incurred subsequent to the effective date of the grant award agreement.

If, during the term of the grant award, the state and/or federal funds appropriated for the purposes of the grant award are reduced or eliminated by the California Legislature or the United States Government, or in the event revenues are not collected at the level appropriated, OES may immediately terminate or reduce the grant award by written notice to the recipient. However, no such termination or reduction shall apply to allowable costs already incurred by the recipient to the extent state or federal funds are available for payment of such costs.

OES Grant Award Agreements are subject to applicable restrictions, limitations, or conditions enacted by the California Legislature and/or the United States Government, subsequent to execution of the Grant Award Agreement.

2. Grant Award Conditions

OES may add one or more grant award conditions to the Grant Award Agreement prior to or after funding. If conditions are added, they will be discussed with the applicant and a copy of the conditions will be sent to the grant recipient when the conditions are made part of the Grant Award Agreement. Grant award conditions may include requirements for sole source justification, a computer feasibility study, or other requirements deemed necessary by OES.

3. Grant Award Agreements

A copy of the executed Grant Award Agreement and pertinent attachments will be sent to the Project Director. The recipient is not authorized to incur costs against the grant until a copy of the fully executed Grant Award Agreement is received. When the executed grant is received and the State Budget is finalized, the Report of Expenditures and Request for Funds (OES 201) may be submitted for reimbursement.

4. Grant Award Amounts

When the amount of funds available is limited, OES may reduce the amount of the grant award from the amount requested by the applicant. In addition, OES reserves the right to negotiate budgetary changes with the applicant prior to executing the Grant Award Agreement. If either of these actions is required, OES will notify the applicant prior to executing the Grant Award Agreement.

B. ADMINISTRATIVE REQUIREMENTS

1. The Recipient Handbook (RH)

The *Recipient Handbook* is accessible on the OES Internet website at www.oes.ca.gov by selecting "*Recipient Handbook*." The *Recipient Handbook* contains administrative information and requirements necessary to implement the project. Recipients must administer their grants in accordance with the *Recipient Handbook* requirements. Failure to comply with these requirements can result in the withholding or termination of the grant award.

The information below may be cross referenced with the *Recipient Handbook* (RH) by referencing the handbook section number.

2. Internet Access (RH 11500)

Funded projects are required to maintain Internet access with an established e-mail address. Grant funds may be used for this purpose unless specifically prohibited by the terms of the program.

3. Progress Reports and Data Collection (RH 10100)

Funded projects are required to participate in data collection and to submit progress reports required by the program. Projects are required to keep accurate records to document the information reported in the progress reports. The records must be kept by the project for a period of three years. During site/monitoring visits, OES will review these records for accuracy and compare them with the reported data submitted on the progress reports.

4. Monthly/Quarterly Report of Expenditures and Request for Funds (OES 201) (RH 6300)

Community-based organizations shall submit a monthly Report of Expenditures and Request for Funds (OES 201) unless they request a quarterly reporting period. Government and education agencies receiving funds will be required to report on a quarterly basis. This form is due within 30 calendar days of the end of the reporting period and must be submitted whether or not the project has incurred expenses. Delays in submitting the form OES 201 will result in the withholding of funds and may result in the recommendation to OES' Executive Director for termination of the grant award.

5. Technical Assistance/Site Visits (RH 10300)

Funding projects are assigned an OES program specialist to oversee the progress of the project in achieving its goals, objectives and compliance with the Grant Award Agreement. Program specialists are available to assist the project in the successful implementation of the project and in meeting the administrative requirements of the Grant Award Agreement. New projects should expect a site visit from the assigned program specialist within the first six months of the grant period. Follow-up site visits will be conducted periodically throughout the life of the grant. Projects may request a site visit to obtain technical assistance.

6. Monitoring Requirements (RH 10400)

A monitoring visit is an onsite assessment by OES staff to determine if the project is in compliance with the terms of the program, the Grant Award Agreement, the Program Guidelines, the RFA/RFP, and the *Recipient Handbook*. Projects will be monitored on a random or as-needed basis.

7. Bonding Requirements (RH 2160)

Private community-based organizations (CBO) and American Indian organizations are required to obtain and send to OES a notarized copy of a blanket fidelity bond or equivalent insurance contract applicable to officials and employees of OES-funded projects within 60 days of the signed Grant Award Agreement. Failure to comply with this requirement may result in the withholding of grant funds or termination of the Grant Award Agreement. The beneficiary named on the bond or an endorsement must include the "State of California, Governor's Office of Emergency Services" and include the Grant Award number for identification purposes.

The time period covered by the bond must include the effective date and time period of the grant, including extensions. The bond must be in an amount equal to 50 percent (50%) of the total grant award and may have a deductible in an amount not to exceed one percent (1%) of the bond.

A bond is not required of a recipient sponsored by units of government. CBOs sponsored by units of government may submit documentation indicating this in lieu of the bond or insurance contract, unless specifically required terms of the program or grant award conditions.

8. **Audit Requirements (RH 8100)**

Recipients must arrange for an independent audit of the grant award and may budget a portion of the audit costs. Instructions for budgeting funds for audit costs are outlined in the *RH* Section 2234.

9. **Copyrights, Rights in Data, and Patents (RH 5300)**

OES owns rights of and reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, and use, in whole or in part, material produced by activities supported by a Grant Award Agreement. These ownership rights are detailed in the *Recipient Handbook*.

10. **Source Documentation (RH 10111)**

Recipients are required to maintain source documentation to support claimed expenditures and project accomplishments. Source documentation is defined as records used to validate project activities and achievements as pertaining to the objectives outlined in the Grant Award Agreement. Recipients are to retain source documentation for progress reports on a quarterly basis regardless of submission requirements. Requirements and definitions for program specific source documentation are delineated in the terms of the program. Recipients will be required to have written job descriptions on file for positions funded by OES detailing specific grant-related activities to achieve project objectives.

C. **BUDGET POLICY**

This document summarizes information on OES Budget Policy contained in the *Recipient Handbook*. Additional information may be obtained by accessing the *Recipient Handbook* at www.oes.ca.gov by selecting “*Recipient Handbook*.”

1. **Supplanting Prohibited (RH 1313)**

Grant funds must be used to supplement existing funds for program activities and ***not replace*** funds appropriated for the same purpose. A written certification must be provided to OES indicating the grant funds will not be used to supplant existing funds. Supplanting will be the subject of application review, post-award monitoring, and audit. The rules on supplanting are found in Section 1313 of the *Recipient Handbook*.

2. **Project Income (RH 6610)**

Project income such as client fees and fees for services provided by the project (i.e., training, presentations, etc.), asset forfeitures, profits from the sale of project products, and conference proceeds as the result of a direct trade of time or products for money, must be used to offset or augment the grant unless otherwise specified in the RFA instructions. Project income cannot be used as matching funds unless otherwise specified in the RFA instructions.

3. Contract and Procurement (RH 3400)

A competitive bid process is required to purchase equipment or consultant services with grant funds. Noncompetitive bid contracts are disfavored. Noncompetitive bid request approval by OES program staff is required prior to the purchase of equipment in excess of \$5,000, or to hire a specific consultant charging over \$5,000. Local units of government may use their approved procurement policy except for contracts over \$50,000, which requires prior OES approval. For organizations without a written procurement policy, a competitive bid process involves determining the specifications for the items needed and obtaining at least three bids from different vendors. Whenever a specific individual/organization name is identified in the project budget, a noncompetitive bid request will be required. OES will provide assistance in submitting a noncompetitive bid request if OES determines it is in the best interest of the project. These procedures do not apply to funds shared with participating agencies under the terms of an Operational Agreement (see Section 4500, *Recipient Handbook*).

4. Match Policies (RH 6500)

The RFA Instructions (Part II) may specify a cash or in-kind match. When used to augment the project, expenditures for items such as Personal Services, Operating Expenses, or Equipment are considered match if not in violation of the prohibition on supplanting. Match specified in the budget will become part of the grant award. (Specific instructions for calculating the match are provided in Sections 6550 – 6550.2 of the *Recipient Handbook*).

5. Travel Policies

The following is OES' current travel policy:

a. Selection of Travel Policy (RH 2236)

The applicant may prepare the budget using its own travel policy or the state travel policy according to the following guidelines. Travel reimbursement will only be allowed based on actual costs.

1) Units of Government

Units of government may use their own written travel policy or the state policy.

2) Community-Based Organizations (CBO)

A community-based organization may use the state travel policy or the applicant's written policy up to the maximum rates allowed by the state travel policy.

b. State Travel Policy (RH 2236.2)

Use the following state travel policy for budgeting travel expenses:

1) Out-of-State Travel

Out-of-state travel is restricted and only allowed in exceptional situations. Requests for approval for out-of-state travel must be submitted for OES approval.

2) Mileage

When a privately owned vehicle is utilized on project-related business, a maximum of 48.5 cents per mile is allowed, unless a higher rate is justified. Documentation justifying a higher rate must be on file and available for audit, but should not be submitted with the application.

3) Meals and Incidentals

a) Breakfast \$6.00

Breakfast may be claimed when travel commences at or prior to 6:00 a.m. Breakfast may be claimed on the last fractional day of a trip of more than 24 hours if travel terminates at or after 8:00 a.m.

b) Lunch \$10.00

Lunch may not be claimed for travel less than 24 hours. Lunch may be claimed if the trip begins at or before 11:00 a.m. and may be claimed on the last fractional day of a trip of more than 24 hours if the travel terminates at or after 2:00 p.m.

c) Dinner \$18.00

Dinner may be claimed if the trip begins at or before 4:00 p.m. Dinner may be claimed when travel terminates at or after 7:00 p.m., whether on a one-day trip or on the last day of a trip of more than 24 hours.

d) Incidentals \$6.00

Incidentals may be claimed for trips of 24 hours or more.

e) Total Per Diem

Total is \$40.00 for a 24-hour period.

4) Lodging

The maximum allowed lodging rate is \$84.00, plus applicable taxes (except as noted below). Lodging receipts are required for reimbursement.

5) Special Lodging Rates

The maximum allowed lodging rate in Los Angeles and San Diego counties is \$110, plus applicable taxes. The maximum for Alameda, San Francisco, San Mateo, and Santa Clara counties is \$140, plus applicable taxes.

6) Other

Taxi, airport shuttle, etc. which exceed \$3.50 must be supported by receipt. Parking in excess of \$10.00 must be supported by receipt.

6. Participating Staff

The term “participating staff” refers to salaried employees of a participating agency assigned to work with the recipient on the implementation of project. The agreement between the recipient and the participating agency concerning participating staff must be reflected in the OA. Grant related costs associated with participating staff must be itemized in the operating expenses category of the grant budgets.

7. Consultant Services (RH 3710)

Consultant services are provided on a contractual basis by individuals or organizations not direct employees of the applicant (see *Personal Services – Salaries*). Independent contractors must not be used in lieu of employees. Independent contractors are defined as individuals or organizations meeting some or all of the following criteria:

- produce a specific product or service;
- work independently without direct supervision from the applicant;
- work on specific projects;
- provide services for a limited number of hours or period of time; and/or,
- have no agency management or oversight responsibilities directed toward the financial success or direction of the agency.

a. Rates

The maximum rate for independent contractors is \$250 per hour (excluding travel and subsistence costs). A request for compensation for over \$250 per hour requires **prior approval** and additional justification.

1) Independent Contractors Employed by State and Local Government

Compensation for independent contractors will be allowed when the unit of government can not provide services without this cost. In these cases, the rate of compensation is not to exceed the daily salary rate paid by the unit of government.

b. Expert Witness Fees (*RH 3710.2*)

Projects, which routinely utilize “expert witnesses” as independent contractors to conduct evaluations and provide expert testimony in the courtroom, may budget for this expense. However, the project may only be charged for costs above what the jurisdiction is required to cover. The maximum allowable rate for witness fees is \$250 per hour up to \$2,000 per day. The total amount budgeted for expert witness fees must not exceed ten percent (10%) of the project’s total budget. Requests for proposed expert witness costs must be accompanied by written justification indicating the following:

- qualifications, training, and experience of the expert(s). Include a statement regarding recognition by the court of the individual as an expert;
- specialized certification/licensure [e.g., Masters in Social Work (MSW); Licensed Clinical Social Worker (LCSW), Marriage and Family Therapist (MFT), Medical Doctor (MD)];
- rate of pay per hour, including documentation of a survey of the availability of similar consultants, the current “going rate,” and the proposed rate of pay with a cost breakdown if expert is paid according to services (e.g., mileage, waiting time, court testimony);
- proposed services to be provided (e.g., analysis of forensic evidence, psychological evaluation);
- justification for why this cost cannot be paid with county funds (attach the justification to OES A303b).

8. Facility Rental (*RH 2232*)

Up to \$21 per square foot annually (\$1.75 per square foot per month) is allowed for facility rental. If the rental cost for office space exceeds this rate, it must be consistent with the prevailing rate in the local area. This documentation must be on file and available for audit and should not be submitted with the application.

a. Rental Space for Training and Counseling Rooms

Rental space for training and individual and/or group counseling rooms may also be charged to the grant providing the charge is based on actual costs and not reimbursed by other source.

9. Rented or Leased Equipment (RH 2233)

An explanation and cost analysis is required when equipment rented or leased. This analysis must demonstrate it is more cost-effective to rent or lease the equipment than it is to purchase it, and must be approved by OES prior to the execution of a rental or lease agreement.

10. Indirect Costs/Administrative Overhead (RH 2220)

Indirect costs are those not readily itemized or assignable to a particular project, but necessary to the operation of the organization and the performance of the project. The costs of operating and maintaining facilities, accounting services, and administrative salaries are examples of indirect costs. Flat rates not exceeding ten percent (10%) of personnel salaries (excluding benefits and overtime) or five percent (5%) of total direct project costs (excluding equipment) may be budgeted by the applicant for indirect costs if allowable by the funding source.

11. Audits (RH 8150)

OES projects expending \$25,000 or more of OES grant awards are required to complete and audit. The project may budget for the cost of obtaining a financial audit. Allowable audit costs are as follows:

- if the total amount of the grant is less than or equal to \$150,000, the project may budget up to \$2,000 for the financial audit cost; or
- if the total amount of the grant is greater than \$150,000, the project may budget up to one and a half percent (1.5%) of the total grant for financial audit costs.

12. Equipment (RH 2300)

Equipment is defined as nonexpendable tangible personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit (including tax, installation and freight).

A line item is required for each different type of equipment, but not for each specific piece of equipment (e.g., three laser jet printers should be one line item, not three).

a. Allowable Expenses

Equipment may be budgeted if it is essential to the implementation of the project and to be used solely for project activities. Grant funds may not be used to reimburse the project for equipment already purchased.

Rented or leased equipment must be budgeted as an Operating Expense. Lease-to-purchase agreements are generally not allowable. If a lease-to-purchase is requested, the project will be required to submit justification, including cost-effectiveness. Prior approval by OES is required.

b. Computers (RH 2340)

1) Community-Based Organization (RH 2242.1)

Community-based organization may budget up to \$25,000 in computer equipment, software, and related costs. OES will evaluate the proposed purchase on the basis of grant-related need. Prior approval by OES is required. The Recipient will be sent instructions for preparing the justification.

2) Units of Government (RH 2342.2)

Units of government may budget for computer equipment, software, and related costs. OES will evaluate the proposed purchase on the basis of grant-related need. OES must give approval prior to purchase. If federal grant funds totaling in excess of \$100,000 are used for automated data processing purchases, prior federal approval is also required. The Recipient will be sent instructions for preparing the justification.

3) Computer Purchase Justification (RH 2341)

Approval for purchases of computers and automated equipment is contingent on the applicant's ability to demonstrate cost-effective, project-related need which is best demonstrated by clearly relating each computer system or component to the grant objectives and activities. The Recipient will be sent instructions for preparing the justification.

c. Automobiles (RH 2331)

Automobiles are not allowable items unless permitted by the terms of the program. If an automobile is included in the budget, substantial justification demonstrating the grant-related need will be required before finalization of the Grant Award Agreement. The justification must describe the need for the automobile, including the size of service area, the need to provide direct service away from the office, and the reason why the agency will not allow personal automobiles usage during work hours. A cost analysis for automobile purchase as compared to other options including lease and personal automobile use and mileage, must be done and kept on file for review by OES's program staff during a site visit, monitoring visit, and/or audit.

13. Prohibited Expense Items (RH 2240)

a. Lobbying (RH 2242)

Refer to RH 2242.1 for an extensive list of prohibited activities.

b. Fundraising (RH 2243)

OES grant funds cannot be used for organized fundraising including financial campaigns, endowment drives, solicitation of gifts and bequests, or similar expenses incurred solely to raise capital or obtain contributions.

c. Real Property and Improvements (RH 2244)

Real property including land, land improvements, structures and their attachments, and structural improvements and alterations are not allowable expenditures unless authorized in the RFA instructions.

d. Interest (RH 2245)

The cost of interest payments is not an allowable expenditure unless the cost is a result of a lease/purchase agreement.

e. Food and Beverages (RH 2246)

The cost of food and/or beverages at grant-sponsored conferences, meetings, or office functions is not an allowable expenditure.

f. Weapons and Ammunition (RH 2247)

The cost of weapons and/or ammunition of any type are not an allowable expenditures unless they are part of a governmental negotiated benefit package or are specifically authorized in the RFA instructions.

g. Membership Dues (RH 2248)

The cost of membership dues for the licensing or credentialing of professional personnel is not an allowable expenditure unless it is part of a governmental negotiated benefit package or is specifically authorized in the RFA instructions.

h. Professional License (RH 2248)

The cost of a professional license is not an allowable expenditure unless specifically authorized in the RFA instructions.

i. Annual Professional Dues or Fees (RH 2248)

The cost of professional dues or fees are not allowable expenditures unless it is part of a governmental negotiated benefit package or are specifically authorized in the RFA instructions.

j. Charges, Fees and Penalties (*RH 2245*)

Finance charges, late payment fees, penalties, and returned check charges are not allowable expenditures.

k. Depreciation (*RH 2249*)

Equipment costs may not include additional costs calculated for depreciation.

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GLOSSARY OF TERMS

Term	Definition
Activity	The specific steps or action a project takes to achieve a measurable objective.
Application	Once selected for funding, the original proposal and additional forms as required by OES becomes the application. This application, once signed by the OES director or designee and the local government agency or organization authorized to accept grant funding, becomes the Grant Award/Grant Award Agreement.
Community-Based Organization (CBO)	A documented, tax exempt, nonprofit, public benefit corporation serving the community. This term is used synonymously with nonprofit organization.
Equal Employment Opportunity Plan (EEOP)	A comprehensive plan analyzing the agency's workforce and all agency employment practices to determine their impact on the basis of ethnicity and gender.
EEOP Guidelines	Extensive description of state and federal civil rights requirements and what constitutes an EEOP (samples, forms, etc.). The document was prepared to assist recipients in ensuring nondiscrimination and in the development, implementation, and/or improvement of their EEOP for compliance with the law.
Grant Award/Grant Award Agreement	The signed agreement between OES and the local government agency or organization authorized to accept grant funding.
Grant Award Forms	The forms needed to prepare an application or proposal. They may be accessed on the OES website under " <i>Recipient Handbook, Appendices and Forms</i> " (FORMS)
Grant Funding Cycle	The number of years a program may be funded without soliciting a new competitive Request for Proposal. A funding cycle is typically three years.
Grant Funding Period	The period of time, determined by the Request for Proposal (RFP) or the Request for Application (RFA) which the project narrative, objectives, activities, and budget cover. The time period is usually one year, and is shown on the Grant Award Face Sheet (OES A301).
Implementing Agency	The agency or organization designated on the Grant Award Face Sheet responsible for the day-to-day operation of the project (e.g., probation department, district attorney, sheriff).

Term	Definition
Noncompetitive Bid Contract	A contract for goods or services, where only a single source that can provide the services or goods is afforded the opportunity to offer a price for the specified services or goods. (Contracts sometimes include goods as well as services, and this definition will also apply to those circumstances.)
Nonprofit Organization	A documented, tax exempt, nonprofit, public benefit corporation serving the community. The term is used synonymously with CBO.
Objectives	A set of quantifiable projections to be carried out in order to accomplish the program goals.
Operational Agreement (OA)	A formal agreement between two agencies which specifies the responsibilities of each agency in implementing the project, including the transfer of grant funds when appropriate. This includes MOUs, Letters of Intent, etc.
Participating Agency	An organization that receives grant funds through an Operational Agreement to participate in achieving the goals of a project. The participating agency must be a unit of government or a community-based organization.
Program	A specific set of goals and objectives established pursuant to legislative, congressional, or administrative action identifying an unmet need of law enforcement or victim services and supported by an appropriation from state or federal funding sources.
Program Guidelines	The instructions concerning the programmatic and administrative requirements unique to a particular OES grant-funded program.
Project	The implementation of a program's goals and objectives by a funded state or local government agency or CBO.
Proposal	The packet of information and forms required by the RFP and submitted to OES which specifies the priorities, strategies and objectives of the applicant.
Recipient	The agency or organization designated on the Grant Award Face Sheet which receives the grant funds and who will be responsible for accomplishing the planned objectives and program goals (e.g., County of Alameda, City of Fresno, State Department of Justice, Fairfield Youth Services Bureau).
Recipient Handbook	This handbook outlines the administrative and fiscal terms and conditions required of grant projects. Funded projects must administer their grants in accordance with these conditions. The <i>Recipient Handbook</i> is accessible on the OES website at www.oes.ca.gov by selecting "Recipient Handbook, Appendices, and Forms."

Term	Definition
Request for Application (RFA)	The RFA is a packet of instructions and forms issued by OES to obtain applications from applicants through a noncompetitive process.
Request for Proposal (RFP)	The RFP is a packet of instructions and forms issued by OES to solicit competitive proposals in order to select projects for funding.
Supplanting	Supplanting is the deliberate reduction of federal, state, or local funds due to the existence of OES funds thereby reducing the total amount available for the stated purpose.
Terms of the Program	The applicable Program Guidelines, application requests [Request for Proposal (RFP)/Request for Application (RFA)], grant award agreement, OES policy statements, and applicable statutes. In the event the terms of the program are inconsistent with the provisions of this handbook, the terms of the program shall be interpreted and construed as superseding the provisions of this handbook.

						"A"	"B"	"C"	"D"	"E"	"F"	"G"	"H"	"I"	"J"	"K"
					DVAP Project Name	Total FVPSA	Total FVPSA Match	VOCA	Total VOCA Match	Total State	Total State Match	VAWA	(A+C+E+G)	(B+D+F)	(H+I)	Total Cost
1	DV	07	22	1182	1736 Family Crisis Center	64,237	16,060	98,520	24,630	32,118	3,212	5,195	200,070	43,902		243,972
2	DV	07	18	1210	A Safe Place	55,073	13,769	107,684	26,921	32,118	3,212	5,195	200,070	43,902		243,972
3	DV	07	18	1261	A Woman's Place of Merced County	52,006	13,002	93,131	23,283	32,118	3,212	5,195	182,450	39,497		221,947
4	DV	07	22	1180	Alliance Against Family Violence & Sexual Assault	64,237	16,060	98,520	24,630	32,118	3,212	5,195	200,070	43,902		243,972
5	DV	07	21	1194	Alternatives to Domestic Violence	64,237	16,060	98,520	24,630	32,118	3,212	5,195	200,070	43,902		243,972
6	DV	07	22	1195	Antelope Valley Domestic Violence Council	64,237	16,060	98,520	24,630	32,118	3,212	5,195	200,070	43,902		243,972
7	DV	07	15	1471	Asian Americans for Community Involvement	52,006	13,002	93,131	23,283	32,118	3,212	5,195	182,450	39,497		221,947
8	DV	07	18	1342	Asian Women's Shelter	64,237	16,060	98,520	24,630	32,118	3,212	5,195	200,070	43,902		243,972
9	DV	07	07	1770	Building Futures with Women & Children	52,006	13,002	93,131	23,283	32,118	3,212	5,195	182,450	39,497		221,947
10	DV	07	04	1031	Casa de Esperanza, Inc.	64,237	16,060	98,520	24,630	32,118	3,212	5,195	200,070	43,902		243,972
11	DV	07	22	1206	Catalyst Domestic Violence Services	64,237	16,060	98,520	24,630	32,118	3,212	5,195	200,070	43,902		243,972
12	DV	07	06	1023	Center for Community Solutions	64,237	16,060	98,520	24,630	32,118	3,212	5,195	200,070	43,902		243,972
13	DV	07	20	1023	Center for Community Solutions/Escondido	64,237	16,060	98,520	24,630	32,118	3,212	5,195	200,070	43,902		243,972
14	DV	07	22	1001	Center for the Pacific-Asian Family, Inc.	64,237	16,060	98,520	24,630	32,118	3,212	5,195	200,070	43,902		243,972
15	DV	07	15	1489	Central California Family Crisis Center, Inc.	52,006	13,002	93,131	23,283	32,118	3,212	5,195	182,450	39,497		221,947
16	DV	07	14	1481	Coalition to End Family Violence	64,237	16,060	98,520	24,630	32,118	3,212	5,195	200,070	43,902		243,972
17	DV	07	18	1415	Community Overcoming Relationship Abuse (CORA)	64,237	16,060	98,520	24,630	32,118	3,212	5,195	200,070	43,902		243,972
18	DV	07	18	1329	Domestic Violence & Sexual Assault Coalition	42,842	10,711	102,295	25,574	32,118	3,212	5,195	182,450	39,497		221,947
19	DV	07	17	1414	Domestic Violence Solutions for Santa Barbara County	52,006	13,002	93,131	23,283	32,118	3,212	5,195	182,450	39,497		221,947
20	DV	07	16	1482	DOVES of Big Bear Valley, Inc.	64,237	16,060	98,520	24,630	32,118	3,212	5,195	200,070	43,902		243,972
21	DV	07	22	1118	El Dorado Women's Center	52,006	13,002	93,131	23,283	32,118	3,212	5,195	182,450	39,497		221,947
22	DV	07	21	1248	Family Services of Tulare County	52,006	13,002	93,131	23,283	32,118	3,212	5,195	182,450	39,497		221,947
23	DV	07	22	1271	Haven Hills, Inc.	64,237	16,060	98,520	24,630	32,118	3,212	5,195	200,070	43,902		243,972
24	DV	07	04	8534	Haven House Inc.	64,237	16,060	98,520	24,630	32,118	3,212	5,195	200,070	43,902		243,972
25	DV	07	18	1264	Haven Women's Center of Stanislaus	64,237	16,060	98,520	24,630	32,118	3,212	5,195	200,070	43,902		243,972
26	DV	07	21	1256	House of Ruth, Inc.	64,237	16,060	98,521	24,630	32,118	3,212	5,195	200,071	43,902		243,973
27	DV	07	22	1192	Human Options, Inc.	55,073	13,769	107,685	26,921	32,118	3,212	5,195	200,071	43,902		243,973
28	DV	07	22	1175	Human Resources Council, Inc.	52,006	13,002	93,131	23,283	32,118	3,212	5,195	182,450	39,497		221,947
29	DV	07	22	1193	Human Response Network	52,006	13,002	93,132	23,283	32,118	3,212	5,195	182,451	39,497		221,948
30	DV	07	22	1171	Humboldt Domestic Violence Services	42,843	10,711	102,295	25,574	32,118	3,212	5,195	182,451	39,497		221,948
31	DV	07	22	1173	Interface Children Family Services	64,237	16,060	98,522	24,631	32,118	3,212	5,195	200,072	43,903		243,975
32	DV	07	22	1204	Interval House Crisis Shelters	64,237	16,060	98,522	24,631	32,118	3,212	5,195	200,072	43,903		243,975
33	DV	07	07	1473	Jenesse Center, Inc.	52,006	13,002	93,132	23,283	32,118	3,212	5,195	182,451	39,497		221,948
34	DV	07	07	1773	Jewish Family Services of Los Angeles	52,006	13,002	93,132	23,283	32,118	3,212	5,195	182,451	39,497		221,948
35	DV	07	20	1262	La Casa de las Madres	64,237	16,060	98,522	24,631	32,118	3,212	5,195	200,072	43,903		243,975
36	DV	07	07	1641	Lake Family Resource Center	52,006	13,002	93,132	23,283	32,117	3,212	5,195	182,450	39,497		221,947
37	DV	07	22	1209	Lassen Family Services, Inc.	52,006	13,002	93,132	23,283	32,118	3,212	5,195	182,451	39,497		221,948
38	DV	07	07	1771	Laura's House	52,006	13,002	93,132	23,283	32,118	3,212	5,195	182,451	39,497		221,948
39	DV	07	22	1181	Marin Abused Women's Services	52,006	13,002	93,132	23,283	32,118	3,212	5,195	182,451	39,497		221,948
40	DV	07	21	1257	Marjaree Mason Center	64,237	16,060	98,522	24,631	32,118	3,212	5,195	200,072	43,903		243,975
41	DV	07	07	1772	Morongo Basin Unity Home Incorporated	52,006	13,002	93,132	23,283	32,118	3,212	5,195	182,451	39,497		221,948
42	DV	07	07	1777	Mountain Crisis Services	42,843	10,711	102,295	25,574	32,118	3,212	5,195	182,451	39,497		221,948
43	DV	07	12	1508	Mountain Women's Resource Center	52,006	13,002	93,132	23,283	32,118	3,212	5,195	182,451	39,497		221,948
44	DV	07	18	1177	Napa Emergency Women's Services	52,006	13,002	93,132	23,283	32,118	3,212	5,195	182,451	39,497		221,948
45	DV	07	18	1416	Next Door Solutions to Domestic Violence	64,237	16,060	98,522	24,631	32,118	3,212	5,195	200,072	43,903		243,975
46	DV	07	22	1197	Ocean Park Community Center	64,237	16,060	98,522	24,631	32,118	3,212	5,195	200,072	43,903		243,975
47	DV	07	06	1628	Operation Care	52,006	13,002	93,132	23,283	32,118	3,212	5,195	182,451	39,497		221,948
48	DV	07	04	1488	Option House, Inc.	64,237	16,060	98,522	24,631	32,118	3,212	5,195	200,072	43,903		243,975
49	DV	07	10	1655	Peace & Joy Care Center	52,006	13,002	93,132	23,283	32,118	3,212	5,195	182,451	39,497		221,948
50	DV	07	04	8535	Placer Women's Center dba PEACE for Families	52,006	13,002	93,132	23,283	32,118	3,212	5,195	182,451	39,497		221,948
51	DV	07	10	1657	Plumas Rural Services	52,006	13,002	93,132	23,283	32,118	3,212	5,195	182,451	39,497		221,948

					DVAP Project Name	"A" Total FVPSA	"B" Total FVPSA Match	"C" VOCA	"D" Total VOCA Match	"E" Total State	"F" Total State Match	"G" VAWA	"I" Total Cash (A+C+E+G)	"J" Match Total (B+D+F)	"K" Total Cost (H+I)
52	DV	07	22	1030	Project Sanctuary, Inc.	52,006	13,002	93,132	23,283	32,118	3,212	5,195	182,451	39,497	221,948
53	DV	07	19	1339	Rainbow Services, Ltd.	55,074	13,769	107,685	26,921	32,118	3,212	5,195	200,072	43,902	243,974
54	DV	07	07	1047	Rural Human Services	52,006	13,002	93,132	23,283	32,118	3,212	5,195	182,451	39,497	221,948
55	DV	07	04	8636	Safe Alternatives to Violent Environments	64,237	16,060	98,522	24,631	32,117	3,212	5,195	200,071	43,903	243,974
56	DV	07	07	1438	SafeQuest, Solano	52,006	13,002	93,132	23,283	32,118	3,212	5,195	182,451	39,497	221,948
57	DV	07	04	1034	Sexual Assault and Domestic Violence Center	52,006	13,002	93,132	23,283	32,118	3,212	5,195	182,451	39,497	221,948
58	DV	07	22	1053	Shasta County Women's Refuge, Inc.	64,237	16,060	98,522	24,631	32,117	3,212	5,195	200,071	43,903	243,974
59	DV	07	10	1654	Shelter From The Storm, Inc.	64,237	16,060	98,522	24,631	32,117	3,212	5,195	200,071	43,903	243,974
60	DV	07	18	1255	Siskiyou Domestic Violence & Crisis Center	52,006	13,002	93,132	23,283	32,117	3,212	5,195	182,450	39,497	221,947
61	DV	07	07	1774	Southern California Alcohol & Drug Programs, Inc.	52,006	13,002	93,132	23,283	32,117	3,212	5,195	182,450	39,497	221,947
62	DV	07	07	1150	South Bay Community Services	52,006	13,002	93,132	23,283	32,117	3,212	5,195	182,450	39,497	221,947
63	DV	07	20	1232	St. Vincent De Paul Society of San Francisco	55,074	13,769	107,685	26,921	32,117	3,212	5,195	200,071	43,902	243,973
64	DV	07	21	1136	STAND! Against Domestic Violence	64,237	16,060	98,522	24,631	32,117	3,212	5,195	200,071	43,903	243,974
65	DV	07	04	8537	Su Casa Domestic Abuse Network	64,237	16,060	98,522	24,631	32,117	3,212	5,195	200,071	43,903	243,974
66	DV	07	21	1259	Support Network for Battered Women	64,237	16,060	98,522	24,631	32,117	3,212	5,195	200,071	43,903	243,974
67	DV	07	07	1561	Tahoe Women's Services	52,006	13,002	93,132	23,283	32,117	3,212	5,195	182,450	39,497	221,947
68	DV	07	22	1018	Tri-Valley Haven	64,236	16,060	98,522	24,631	32,117	3,212	5,195	200,070	43,903	243,973
69	DV	07	07	1775	Walnut Ave. Women's Center	52,006	13,002	93,132	23,283	32,117	3,212	5,195	182,450	39,497	221,947
70	DV	07	21	1057	Wild Iris Women's Services of Bishop, Inc.	64,236	16,060	98,522	24,631	32,117	3,212	5,195	200,070	43,903	243,973
71	DV	07	22	1170	Woman Haven, Inc.	52,006	13,002	93,132	23,283	32,117	3,212	5,195	182,450	39,497	221,947
72	DV	07	22	1196	Women Escaping a Violent Environment (WEAVE)	64,236	16,060	98,522	24,631	32,117	3,212	5,195	200,070	43,903	243,973
73	DV	07	18	1207	Women's Center - High Desert Inc.	64,236	16,060	98,522	24,631	32,117	3,212	5,195	200,070	43,903	243,973
74	DV	07	22	1101	Women's Center of San Joaquin County	64,236	16,060	98,522	24,631	32,117	3,212	5,195	200,070	43,903	243,973
75	DV	07	22	1044	Women's Crisis Support - Defensa de Mujeres	52,006	13,002	93,132	23,283	32,117	3,212	5,195	182,450	39,497	221,947
76	DV	07	07	1028	Women's Resource Center	52,006	13,002	93,132	23,283	32,117	3,212	5,195	182,450	39,497	221,947
77	DV	07	22	1179	Women's Shelter Program of San Luis Obispo County	52,006	13,002	93,132	23,283	32,117	3,212	5,195	182,450	39,497	221,947
78	DV	07	04	8538	Women's Transitional Living Center, Inc.	55,073	13,769	107,685	26,921	32,117	3,212	5,195	200,070	43,902	243,972
79	DV	07	15	1490	WomenShelter of Long Beach	64,236	16,060	98,522	24,631	32,117	3,212	5,195	200,070	43,903	243,973
80	DV	07	22	1055	Womenspace Unlimited South Lake Tahoe Women's Center	52,006	13,002	93,132	23,283	32,117	3,212	5,195	182,450	39,497	221,947
81	DV	07	22	1205	Young Women's Christian Association of Sonoma County, Inc	52,006	13,002	93,132	23,283	32,117	3,212	5,195	182,450	39,497	221,947
82	DV	07	04	8539	YWCA Glendale	64,236	16,060	98,522	24,631	32,117	3,212	5,195	200,070	43,903	243,973
83	DV	07	22	1203	YWCA of Monterey County	52,006	13,002	93,132	23,283	32,117	3,212	5,195	182,450	39,497	221,947
84	DV	07	14	1491	YWCA of San Diego County	55,073	13,769	107,685	26,921	32,117	3,212	5,195	200,070	43,902	243,972
85	DV	07	22	1219	YWCA of San Gabriel Valley	55,073	13,769	107,685	26,921	32,117	3,212	5,195	200,070	43,902	243,972
					TOTALS	4,867,031	1,216,812	8,244,968	2,061,253	2,730,000	273,020	441,575	16,283,574	3,551,065	19,834,639

**CALIFORNIA CODES EVIDENCE CODE
SECTION 1037-1037.7**

1037. As used in this article, "victim" means any person who suffers domestic violence, as defined in Section **1037.7**.

1037.1. As used in this article "domestic violence counselor" means any of the following:

- (a) A person who is employed by any organization providing the programs specified in Section 18294 of the Welfare and Institutions Code, whether financially compensated or not, for the purpose of rendering advice or assistance to victims of domestic violence, who has received specialized training in the counseling of domestic violence victims, and who meets one of the following requirements:
 - (1) Has a master's degree in counseling or a related field; or has one year of counseling experience, at least six months of which is in the counseling of domestic violence victims.
 - (2) Has at least 40 hours of training as specified in this paragraph and is supervised by an individual who qualifies as a counselor under paragraph (1); or is a psychotherapist, as defined in Section 1010. The training, supervised by a person qualified under paragraph (1), shall include, but need not be limited to, the following areas: history of domestic violence, civil and criminal law as it relates to domestic violence, societal attitudes towards domestic violence, peer counseling techniques, housing, public assistance and other financial resources available to meet the financial needs of domestic violence victims, and referral services available to domestic violence victims.
- (b) A person who is employed by any organization providing the programs specified in Section 13835.2 of the Penal Code, whether financially compensated or not, for the purpose of counseling and assisting victims of domestic violence, and who meets one of the following requirements:
 - (1) Is a psychotherapist as defined in Section 1010; has a master's degree in counseling or a related field; or has one year of counseling experience, at least six months of which is in counseling victims of domestic violence.
 - (2) Has the minimum training for counseling victims of domestic violence required by guidelines established by the employing agency pursuant to subdivision (c) of Section 13835.10 of the Penal Code, and is supervised by an individual who qualifies as a counselor under paragraph (1). The training, supervised by a person qualified under paragraph (1), shall include, but not be limited to, the following areas: law, victimology, counseling techniques, client and system advocacy, and referral services.

1037.2. As used in this article, "confidential communication" means information transmitted between the victim and the counselor in the course of their relationship and in confidence by a means which, so far as the victim is aware, discloses the information to no third persons other than those who are present to further the interests of the victim in the consultation or those to whom disclosures are reasonably necessary for the transmission of the information or an accomplishment of the purposes for which the domestic violence counselor is consulted. It includes all information regarding the facts and circumstances involving all incidences of domestic violence, as well as all information about the children of the victim or abuser and the relationship of the victim with the abuser.

The court may compel disclosure of information received by a domestic violence counselor which constitutes relevant evidence of the facts and circumstances involving a crime allegedly perpetrated against the victim or another household member and which is the subject of a criminal proceeding, if the court determines that the probative value of the information outweighs the effect of disclosure of the information on the victim, the counseling relationship, and the counseling services. The court may compel disclosure if the victim is either dead or not the complaining witness in a criminal action against the perpetrator. The court may also compel disclosure in proceedings related to child abuse if the court determines that the probative value of the evidence outweighs the effect of the disclosure on the victim, the counseling relationship, and the counseling services.

When a court rules on a claim of privilege under this article, it may require the person from whom disclosure is sought or the person authorized to claim the privilege, or both, to disclose the information in chambers out of the presence and hearing of all persons except the person authorized to claim the privilege and such other persons as the person authorized to claim the privilege consents to have present. If the judge determines that the information is privileged and shall not be disclosed, neither he nor she nor any other person may disclose, without the consent of a person authorized to permit disclosure, any information disclosed in the course of the proceedings in chambers.

If the court determines that information shall be disclosed, the court shall so order and inform the defendant in the criminal action. If the court finds there is a reasonable likelihood that any information is subject to disclosure pursuant to the balancing test provided in this section, the procedure specified in subdivisions (1), (2), and (3) of Section 1035.4 shall be followed.

1037.3. Nothing in this article shall be construed to limit any obligation to report instances of child abuse as required by Section 11166 of the Penal Code.

1037.3. As used in this article, "holder of the privilege" means:

- (a) The victim when he or she has no guardian or conservator.
- (b) A guardian or conservator of the victim when the victim has a guardian or conservator.

1037.4. A victim of domestic violence, whether or not a party to the action, has a privilege to refuse to disclose, and to prevent another from disclosing, a confidential communication between the victim and a domestic violence counselor if the privilege is claimed by any of the following persons:

- (a) The holder of the privilege.
- (b) A person who is authorized to claim the privilege by the holder of the privilege.
- (c) The person who was the domestic violence counselor at the time of the confidential communication. However, that person may not claim the privilege if there is no holder of the privilege in existence or if he or she is otherwise instructed by a person authorized to permit disclosure.

1037.6. The domestic violence counselor who received or made a communication subject to the privilege granted by this article shall claim the privilege whenever he or she is present when the communication is sought to be disclosed and he or she is authorized to claim the privilege under subdivision (c) of Section **1037.5**.

1037.7. As used in this article, "domestic violence" means "domestic violence" as defined in Section 6211 of the Family Code.

DOMESTIC VIOLENCE 40-HOUR TRAINING OUTLINE

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|------|--|------------------|
| I. | <u>OVERVIEW OF DOMESTIC VIOLENCE</u> | <u>4 Hours</u> |
| | <ul style="list-style-type: none"> A. Definitions and Types of Abuse B. History of Domestic Violence and Societal Attitudes <ul style="list-style-type: none"> o Domestic Violence Movement/Grassroots Advocacy o Gender Roles in Society and Attitudes Toward Violence | |
| II. | <u>LEGAL ISSUES – Civil and Criminal Laws</u> | <u>3.5 Hours</u> |
| | <ul style="list-style-type: none"> o The Domestic Violence Counselor/Advocate Role o Domestic Violence Confidentiality (Evidence Code 1037.2) o Criminal Justice System/Law o Civil/Family Law o Immigration Law | |
| III. | <u>HOUSING/PUBLIC ASSISTANCE/FINANCIAL</u> | <u>2.5 Hours</u> |
| | <ul style="list-style-type: none"> o Health & Referral Services o Housing o Public Assistance o Financial o Health o Local Resources | |
| IV. | <u>PEER COUNSELING/CRISIS INTERVENTION</u> | <u>4 Hours</u> |
| | <ul style="list-style-type: none"> o Principles and Techniques o Needs Assessment/Safety Plan and Survivor Options | |
| V. | <u>CHILDREN & YOUTH</u> | <u>2 Hours</u> |
| | <ul style="list-style-type: none"> o Effect of Batterers' Behaviors on Children o Youth Abusive Teen Relationships | |
| VI. | <u>Cultural Competency –</u> | <u>4 Hours</u> |
| | <ul style="list-style-type: none"> A. Understanding and Responding <ul style="list-style-type: none"> o Understanding Personal Biases and Impact on Clients o Service Area Populations/Demographics o Tailoring Services to Individual Needs | |

Please note: The hours listed for each section are only the **Suggested minimum hours** for each topic.

DV COUNSELOR TRAINING CURRICULUM RESOURCE & DEVELOPMENT GUIDE

REQUIRED AREAS	REQUIRED TOPICS	SUGGESTED TOPICS & SUBTOPICS	PURPOSE
Overview of Domestic Violence	Definitions & Types of Abuse	Characteristics of Abusive Relationships Characteristics of Batterers & Victim Responses Same Sex DV Incidence & Impact of DV Incidence & Scope Impact on Community Key Statistical Information on DV Effects of DV on the Victim/Survivor Link with Animal Abuse	To understand the dynamics of domestic violence To understand the effects of domestic violence on adult victims. To understand the impact of domestic violence in the community.
History of Domestic Violence & Societal Attitudes	Domestic Violence Movement /Grassroots Advocacy	Agency History and Services Shelter Operations Local Policy and Procedures/Intake Challenges for Shelter Workers	To understand the development of (insert name of your organization) and its relationship to the battered women's movement.
	Gender Roles in Society and Attitudes Toward Violence	Societal Attitudes Victim Blaming Influence of Media Oppression and Violence Against Women Violence Against Women Act	To understand the relationship between societal attitudes and violence against women. To understand the interaction of empowerment and advocacy.
Legal Issues – Civil and Criminal Laws	The DV Counselor/Advocate Role DV Client Confidentiality (Evidence Code 1037.2)	Agency and Local Policies & Procedures Advocacy & Confidentiality Issues Surrounding Confidentiality	To understand the role of an advocate and the duties/restrictions outlined in Evidence Code 1037.2. To understand concern about practicing law without a license. To gain an understanding of confidentiality and liability issues surrounding domestic violence.
	Criminal Justice System/Law	Laws/Code Sections DV Stalking Spousal Rape Unlawful Sexual Intercourse Other Relevant Laws/Codes Law Enforcement (LE)	To develop a working knowledge of California's legal system. To develop a working knowledge of the role of the criminal justice system and their response to domestic violence. To be familiar with domestic violence statutes.

**DV COUNSELOR TRAINING
CURRICULUM RESOURCE & DEVELOPMENT GUIDE**

REQUIRED AREAS	REQUIRED TOPICS	SUGGESTED TOPICS & SUBTOPICS	PURPOSE
		Role of LE LE Investigation Dominant Aggressor LE Services Information and Referrals for Victims Emergency Protective Orders Domestic Violence Response Teams (DVRT) Prosecution and Court Procedures Prosecuting DV Cases Criminal Protective Orders Prosecution/Role of Prosecutor Role of Victim/Witness Role of Probation Batterers Intervention Program DV Court Court Watch	
Legal Issues-Continued	Civil/Family Law	Child Custody & Visitation Issues Including Shelter Supervised Visitation Parental Kidnapping Good Cause Mediation Restraining Orders & Enforcement DVPA Full Faith & Credit Marriage/Domestic Partnership & Dissolution	To develop a working knowledge of the California legal system. To develop a working knowledge of civil-family law issues such as child custody, mandatory reporting, stalking law and restraining orders. To be familiar with other statutes which are frequently cited in domestic violence.
	Immigration Law (State and Federal)	Trafficking Provision of Services and Resources to Immigrant Clients Court Interpreters Self Petitioning Process Other Legal Employment Laws/Codes Domestic Violence & the Workplace Mandatory Reporting	To develop an understanding of the legal needs of immigrant battered women.

**DV COUNSELOR TRAINING
CURRICULUM RESOURCE & DEVELOPMENT GUIDE**

REQUIRED AREAS	REQUIRED TOPICS	SUGGESTED TOPICS & SUBTOPICS	PURPOSE
Housing, Public Assistance, Financial, Health and Referral Services	Housing Public Assistance Financial Health Local Resources	Housing Low Income Subsidized Emergency Shelter Transitional Homeless Shelter Financial Employment Child Support General Assistance TANF CalWORKS Food Stamps DV Waivers (exceptions) Personal Finances and Budgeting Health Health Care Resources (Medical; WIC; Mental Health; Substance Abuse; Family Planning,; etc.) Child Care Local Resources	To understand and work with other community resources to assist victims of domestic violence. To understand available resources and make appropriate referrals based on clients' needs. To develop a working knowledge of social service agencies that provide financial, housing and health services.
Peer Counseling/Crisis Intervention	Principles and Techniques	Crisis Intervention with Clients	To learn basic counseling skills and how to apply them in such a way as to facilitate change. To ensure that counselors/advocates provide appropriate information and referral. To ensure an understanding of the organization's standards of service (what services are available). To develop the necessary skills to interact with clients or friends and family in crisis. To develop a working knowledge of local resources and how to assist clients with using them. To recognize situations where intervention is required (e.g., law enforcement). To learn how to accurately assess the

**DV COUNSELOR TRAINING
CURRICULUM RESOURCE & DEVELOPMENT GUIDE**

REQUIRED AREAS	REQUIRED TOPICS	SUGGESTED TOPICS & SUBTOPICS	PURPOSE
	Needs Assessment/Safety Planning and Survivor Options	Clients with Multiple Issues Responding to Challenging Clients angry; mentally ill; chronic callers; multiple issues; etc.) Crisis Intervention with Family and/or Friends Confidentiality Client Risk Assessment Lethality of Batterer Injury to Self Safety Planning with Children Empowering vs. Rescuing Compassion Fatigue/Secondary Trauma Client/Counselor Boundaries Continuing Support and Follow-Up	degree of danger using appropriate tools and techniques. To recognize and respond appropriately to situations involving the client's crisis behavior (e.g., anger, outrage, crying, etc.). To develop the skills necessary to provide an accurate assessment of the client's needs and safety. To develop skills necessary to assist clients with developing appropriate safety plans. To ensure the safety and confidentiality of clients.
Children & Youth	Effect of Batterers' Behaviors on Children & Youth	Parent-Child Relationship Child Abuse & Mandated Reporting Response by Child Protective Services Failure to Protect Batterers as Parents Intergenerational Cycle Resiliency Legal Issues Regarding Teens Services & Referrals for Children and Youth	To understand the effects of domestic violence on children. To understand the necessity of services for residential and non-residential children. To recognize and understand children's behavior in crisis situations. To respond and provide appropriate interventions and referrals.

**DV COUNSELOR TRAINING
CURRICULUM RESOURCE & DEVELOPMENT GUIDE**

REQUIRED AREAS	REQUIRED TOPICS	SUGGESTED TOPICS & SUBTOPICS	PURPOSE
	Abusive Teen Relationships	Child Development and Cultural Considerations Socialization of Boys Socialization of Girls Alternatives to Corporal Punishment Resources for Children and Youth	To understand the dynamics of teen dating violence. To respond and provide appropriate interventions and referrals. To gain an understanding for working with teen victims of relationship violence.
Cultural Competency: Understanding & Responding	Understanding Personal Biases & Impact on Clients Service Area Populations/Demographics	Definitions of Culture Specific Populations Youth Seniors/Older Adults Persons with Physical, Mental & Developmental and Cognitive Disabilities Substance Abusers LGBTQ Communities of Color Ethnic Groups Mentally Ill Faith Community Hearing Impaired AIDS/HIV Sex Workers Non English Speaking Migrant Workers Homeless Underserved Race/Ethnicity Age Immigration status Religious/cultural Illness/diseases and risk conditions Differently abled Sexual orientation Language issues Education/literacy Economic status Geographic isolation Closed communities	To recognize and respond appropriately to issues of diversity among clients and staff. To gain an understanding of underserved communities and barriers to services. To understand how culture shapes an individual's experience of domestic violence. To become aware of one's own assumptions and biases and the impact it may have on the victim/survivor. To develop a working knowledge of local resources available to underserved communities. To develop a working knowledge of culture, cultural identity, cultural misinformation/stereotypes and the process of cultural competency.

**DV COUNSELOR TRAINING
CURRICULUM RESOURCE & DEVELOPMENT GUIDE**

REQUIRED AREAS	REQUIRED TOPICS	SUGGESTED TOPICS & SUBTOPICS	PURPOSE
	Tailoring Services to Meet Individual Needs	Women charged with crimes Issues of Privilege Cultural Considerations in providing services Links Between DV and Other Types of Oppression Community-based Referrals	